

GENERAL, ADMINISTRATIVE, AND MISCELLANEOUS

1-84. Information Resources Management1. AUTHORITY.

a. To exercise the following responsibilities of the Chief Information Officer (CIO):

- 1) Approve the acquisition of information technology resources;
- 2) Approve Section 508 undue burden justification requests for the Agency;
- 3) Certify that Electronic and Information Technology (EIT) items purchased are in compliance with the requirements of Section 508 of the Rehabilitation Act Amendments for the Agency;

b. The responsibilities in 1.a.2) and 1.a.3) are authorized pursuant to Section 508 of the Rehabilitation Act (29 U.S.C. 794d).

2. TO WHOM DELEGATED.

a. The authorities in 1.a.1) and 1.a.2) are delegated to the Assistant Regional Administrator for Policy and Management.

b. The authorities in 1.a.3) are delegated to the Chief, Computer Services Branch in the Office of the Assistant Regional Administrator for Policy and Management.

3. LIMITATIONS

See "Conditions Under Which Redefinition of the Authority to Approve the Acquisition of Information Technology Resources Will Be Exercised."

4. REDELEGATION AUTHORITY

These authorities may not be redelegated without formal amendment.

5. ADDITIONAL REFERENCES.

a. Memorandum from the Director of the Office of Technology Operations and Planning dated April 17, 2003, titled "Redefinition of Authority to Approve Acquisition of Information Technology Resources."



b. Memorandum from the Director of the Office of Information Analysis and Access dated December 17, 2002, titled "Redelegation of Delegation 1-84."

c. Headquarters Delegation 1-84 Information Resources Management dated December 18, 2001.

Date: 3/8/04

/s/ Donald S. Welsh
Regional Administrator



Conditions Under Which Redelelegation of the Authority to Approve the Acquisition of Information Technology Resources Will Be Exercised

I accept redelegation, under Agency Delegation 1-84 (Information Resources Management), of the authority to approve the acquisition of information technology resources, and in so doing certify I will ensure:

Architecture Compliance:

- Before being approved, IT resources acquisitions will be reviewed against the Agency's Enterprise Architecture and if non-compliant a waiver will be obtained from OEI prior to purchase

Security Compliance:

- IT resources acquisitions will comply with security policies and procedures, including through appropriate language in acquisition documents, and through review and preparation of security planning documents

Security policy documents are available at: <http://intranet.epa.gov/itsecurity/polprocedures.html>

IT Policy Compliance:

- IT resources acquisitions will comply with IT policy and procedures (e.g., System Life Cycle Management Policy), including through appropriate language in acquisition documents

IT policy documents are available at: <http://intranet.epa.gov/otopintr/policies/directives.html>

IT Investment Management Compliance:

- IT resources acquisitions will be accurately reported, if applicable, through the Agency IT Investment Management process (formerly called the IT Capital Planning and Investment Control process)

Budget and Cost Recovery Compliance:

- IT resources acquisitions will be properly coded in IFMS

Comptroller Policy Announcement No. 01-10, New Information Technology Accounting Requirements, establishes a framework for tracking the costs of the Agency's IT investment in IFMS and is available at: <http://intranet.epa.gov/ocfo/policies/policy/pa01.htm>

The memorandum of September 20, 2001, for establishing payroll fixed account numbers (FANS) for employees engaged in IT related activities, is available at: <http://intranet.epa.gov/ocfo/finservices/faitpr1.htm>



System Development Compliance:

- All software development efforts will be conducted by EPA's Systems Development Center (SDC) or through a mechanism with an equivalent quality management system designed to reduce the risk of failed systems
- Contractor facilities used to process EPA information will be reviewed periodically to ensure compliance with contract requirements and EPA policies

Management of this Authority:

- The process used by my office for reviewing and approving IT resources acquisitions under this redelegation will be documented, with a copy of the process sent to the Director of the Office of Technology Operations and Planning
- Further redelegations of this authority will be in writing, and will be in accordance with Delegation 1-84, such that:
 - * Redlegation of approval authority for IT resources acquisitions may be to the Senior Information Resources Management Official (SIRMO), and
 - * Further redelegations of this approval authority for IT resources acquisitions equal to or less than \$500,000 may be to no lower than the Branch Chief or equivalent level

Date: 3/8/04

/s/ Donald S. Welsh
Regional Administrator

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